

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

VOTE

IN CITY COUNCIL

ORDER,

To Fund the Homelessness Coordinator Position.

ORDERED,

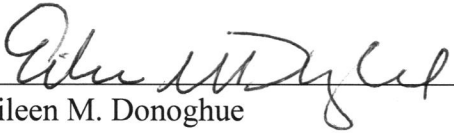
By the City Council of the City of Lowell, as follows:

That the amount of **Ninety Four Thousand Seven Hundred Ten and 00/100 (\$94,710.00) Dollars** be transferred:

FROM: Account # 01824153 530067 as described in "Attachment A"

TO: Various Accounts as described in "Attachment A":

ORDER RECOMMENDED AND INTRODUCED BY:



Eileen M. Donoghue
City Manager

Transfer Form - Attachment "A"

[illegible]

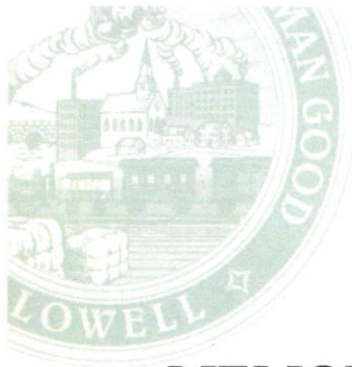
Reason for Transfer:

To fund Homelessness Coordinator Position.

Department Signature

Chief Financial Officer


8/7/19



Conor Baldwin
Chief Financial Officer

MEMORANDUM

TO: Eileen M. Donoghue, City Manager

FROM: Conor Baldwin, Chief Financial Officer 

CC: Craig Thomas, Deputy Director, DPD

DATE: August 6, 2019

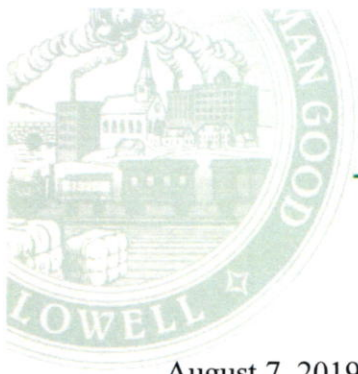
SUBJECT: Vote to transfer funds for Homelessness Coordinator

Craig Thomas, Deputy Director of DPD, has forwarded a request to transfer funds from within the existing appropriation in DPD for ordinary expenses to the salary and wages budget. The source of the funding is from an amount budgeted for contracted homeless management information systems (HMIS), which had previously been subcontracted. Moving forward, this new position will assume those duties, in addition to fulfilling other essential duties listed in the job description before the City Council for approval on August 13th after a public hearing.

Because the funds will no longer be needed in the professional services account, this transfer will render the creation of this new position as revenue neutral and will bear no additional burden on the FY2020 tax rate. Using the existing budgeted appropriation, an amount is also available to offset any indirect costs, such as health insurance, for the new position.

Below, I have included a summary of the impacted budgetary accounts. Please do not hesitate to let me know if there are any questions.

Account Name	Original Budget	Previous Transfers	Revised Budget	YTD Expenditures (Actual)	Encumbrances	Balance Before Transfer	Transfer	Balance After Transfer
DPD - HMIS Services	\$ 111,984	\$ -	\$ 111,984	\$ -	\$ 17,274	\$ 94,710	\$ (94,710)	\$ -
DPD - Salary & Wages Perm.	\$ 1,484,835	\$ 46,333	\$ 1,531,168	\$ 140,685	\$ -	\$ 1,390,483	\$ 74,710	\$ 1,465,193
Health Insurance	\$ 24,150,000	\$ -	\$ 24,150,000	\$ 3,735,673	\$ -	\$ 20,414,327	\$ 20,000	\$ 20,434,327



Eileen M. Donoghue
City Manager

August 7, 2019

Mayor William Samaras
And
Members of the Lowell City Council

Dear Mayor Samaras and Members of the Lowell City Council,

I am hereby requesting that the City Council vote to transfer funds within the Department of Planning and Development (“DPD”) to provide funding for the proposed new position of Homelessness Coordinator. This transfer requires an affirmative vote of the City Council.

The establishment of this position is one of the major overarching recommendations made by the Task Force on Homelessness and Sustainable Housing. This individual will be charged with continuing the work of the Task Force, overseeing the continued homelessness leadership effort on behalf of the City Manager’s Office and will be the main point of contact for all homelessness-related programming in the City. They will ensure the continued effort to implement the recommendations of the Task Force within the City and with our community partners.

Enclosed with this letter is a memorandum from the Chief Financial Officer which outlines the details of the transfer. The DPD has worked with the Finance Department to identify existing, available appropriations from within the FY2020 budget so the additional position is completely revenue neutral and adds no additional burden to the tax levy. Please do not hesitate to let me know if there are any questions.

Sincerely,


Eileen Donoghue
City Manager

CC: Conor Baldwin, Chief Financial Officer
Craig Thomas, Deputy Director, DPD
Karen O’Beirne, Acting City Auditor